

# **Interlibrary Loan Policy**

## **A.) Definition**

Interlibrary loans (ILL) are defined as transactions in which library materials are made available from one library to another library. Any type of library material needed for the purposes of study, information, recreation or research may be requested from another library, except for the restrictions noted below.

## **B.) Reciprocal Agreements**

The Parlin-Ingersoll Public Library's local interlibrary loan policies are in conformance with the policies established in the ILLINET Interlibrary Loan Code (see attached) for the state of Illinois. This state code is considered a part of our local ILL policy. The library has adopted additional policies which complement and expand upon the state code. The library also complies with any policies and protocol developed by OCLC and RAILS (Reaching Across Illinois Library System).

## **C.) Restrictions by Type or Format**

### **1.) The library will not lend or borrow the following types and/or formats of materials:**

- **New Theatrical Videos:** Any adult or juvenile entertainment DVD fiction titles, which have been added in the last 6 months. . There are no restrictions on non-fiction titles. The library will not normally supply or request any DVDs out-of-state.
- **New Adult Fiction:** Any fiction that has generally been in print for 6 months or less. This restriction may also apply to any new adult non-fiction.
- **New Musical Compact Disks:** Popular music, which has been in circulation at the library for 6 months or less. Popular music genres include primarily "rock," and "country," as well as other popular new releases in other genres. The library will not normally supply or request any music out-of-state.
- **Reference Books:** All books coded "Reference," which do not circulate. We will make copies of specific pages contained within these materials, however.
- **Art Prints**

## **D.) Interlibrary Loan Initiation**

1.) All interlibrary loan requests should be initiated at a customer's home library. This follows standard statewide policies. The library only processes interlibrary loans for its resident or non-resident cardholders. Reciprocal borrowers or non-resident card holders from other libraries within or outside Fulton County may not initiate interlibrary loans from our library. Full-time college students should use their college library for ILL requests, unless they are full-time residents of the Canton School District.

### **E.) Relationship to Acquisitions**

1.) As a general rule, the library will attempt to purchase print materials conforming to library selection policies, when two or more customers request a particular title or when staff members feel a title will appeal to several people.

### **F.) Circulation Periods**

1.) As a supplying library, the circulation and renewal periods for items loaned to other libraries will be 4 weeks. As a requesting library, our library will honor the circulation and renewal policies of all libraries lending materials to our library's patrons.

### **G.) Fines and Fees**

1.) As a supplying library, we will not charge libraries overdue fines. As a requesting library, we may charge our patrons overdue fines for any materials they checkout on interlibrary loan from other libraries, in conformance with our current circulation policies.

2.) As a supplying library, we will charge requesting libraries for the replacement cost of any lost, unreturned or damaged items. As a requesting library, we are responsible for reimbursing supplying libraries for the cost of any lost, unreturned or damaged items. This charge will be billed to the patron who lost or damaged the material.

3.) As a supplying library, we will not charge fees for the provision of photocopies up to 50 pages for any one request, as a general rule. One request is defined as one library requesting one or more articles at one time. After 50 pages, we will charge \$0.15 per page. As a requesting library, we will not borrow materials from a library charging fees, unless there are very few providers and the patron is willing to pay the fee for this material.

### **I.) Interlibrary Loan Limits:**

1.) Customers may not have more than 5 active interlibrary loan requests in process at any given point in time. Customers may have up to five microform titles at one time. Restrictions may apply on repeated requests for the same title.

2.) Customers who fail to pick up Interlibrary Loan materials or who repeatedly return interlibrary loan materials late may have their ILL privileges suspended.

### **J.) Response to Requests**

1.) In general, the library will attempt to respond to all ILL requests from both library patrons and other libraries within one working day (or 24 hours) of receiving the request. If unable to meet this standard, the library will always respond within three working days as per the guidelines required in the state code. The library does not participate in "urgent" requests, but will respond to "rush" requests as defined in the state code.